

Chief Kalasky Room Reservation Form

Who may use the room- Any active or veteran member of the department may use the room. The member whose name appears on the permit ***shall be present*** throughout the event. (All department functions take priority over social events and can be booked 1 year in advance).

Cost- There is no charge for the use of the room. If cleaning is necessary to bring the room(s) (*Kalasky Room, bathrooms, and kitchen*) back to the “as was” condition, you will be billed and any future use will be forfeited.

Kitchen- The kitchen is not included when requesting the use of the department room. If the kitchen is needed, you must **contact** a company one officer and obtain permission. A representative will be on site to open the kitchen, review the kitchen policy and inspect the condition of the kitchen prior to the event.

Maximum Occupancy - 96 people. All cars must be parked in the rear lot and not block the fire doors or the rear driveway entrance. Non-members are not allowed in the **apparatus bay** unless accompanied by a member.

Time Limitations- All functions must end by 12:00 midnight with all guests off the premises. Sign out member and clean up people only may remain. No outdoor activity after 9:00 pm.

Clean Up- Clean up must be completed immediately after the function is over. The room(s) (*Kalasky Room, bathrooms, and kitchen*) must be left in “as was” condition, which includes arranging the furniture for classroom use. All trash must be removed and placed in the dumpster.

Security- The individual requesting use of the room is responsible for the security of all fire department property and the conduct of the guests. Any damage must be reported immediately to a Chief Officer prior to leaving the premises.

Function: _____ Time: _____ Date: _____

Signature: _____ Print Name: _____

Chief's Approval: _____ Date: _____

Revised: 01/07/10